

REPORT FOR WEEK ENDING 15 FEBRUARY 1956  
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-60, 5-68

No change from previous report.

Project 4-84 - Vital Materials Microfilm Project

Filming of VM in the Office of Personnel continues. This project is approximately 70% complete. Filming of the Military Personnel and Insurance records remains to be done.

Filming in the Office of Security continues. This project is approximately 90% complete.

General Information

- 25X1A9a 1. Eight boxes of inactive records were retired from the Director's Office/ Executive Registry. One other file remains to be retired, the NSC Status of Projects, but it has been requested by Mr. [REDACTED] TSCO that action be delayed until he has had time to check his present record file for completeness.
- 25X1A9a 2. Miss [REDACTED] of D/GL, and [REDACTED] 25X1A9a  
25X1A9a of D/GS, all members of ORR, accompanied last weeks trip to the repository to inspect and work on their records. In inspecting D/GC materials Mr. [REDACTED] was of the opinion that the Separation Plates, now occupying a little over four (4), five drawer map sections, be boxed and transferred to the Record Center.
- 25X1A9a 3. All NIS figures have been boxed and transferred to the Record Center. This transfer made available thirteen (13) five drawer map cabinets urgently needed for the storing of additional D/GL deposits of maps.
- 25X1A9a 4. A meeting was held with Mr. [REDACTED] ARO for Medical Office, in an attempt to establish a VM deposit schedule. The list supplied to us, enumerating VM, seemed too extensive, including such items as chrono file, daily activity reports and duplication of all agency personnel medical files. Mr. [REDACTED] will set up a meeting next week between Mr. [REDACTED] of this office and Mr. [REDACTED] of Medical Office. 25X1A9a
- 25X1A9a 4. Miss [REDACTED], our contact in the office of the DD/I, called requesting the addition of an additional file series to their VM schedule for the DD/I.
- 25X1A9a 5. A deposit schedule was received from OCR. It appears that this schedule is too general and additional work must be given toward the identification of specific file series. Mr. [REDACTED] will be contacted and requested to correct this.

6. A schedule for VM of all divisions in the Office of Personnel has been received. The schedules for the staffs will be forwarded within the next few weeks. For coverage in the interim we will deposit the present division schedules.

7. A call was received from Mr. [REDACTED] ARO for DD/P, NEA, asking about coverage of Personnel, Logistics, and Comptroller Vital Material deposits. I informed him that I had schedules for Personnel and Logistics and he could view them here. He stated he preferred to discuss these with the appropriate ARO's.

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8. Discussed with Mr. [REDACTED] the possibility of obtaining immediate machine help for Mr. [REDACTED] during Mrs. [REDACTED] illness. He said he was unable to provide help, but that Mr. [REDACTED] OCR, felt that each of the card depositing offices could detail, a few days at a time, their own machine personnel.

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[REDACTED]

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